FLINDERS UNIVERSITY
FACULTY HEALTH SCIENCES BUILDING

REPATRIATION GENERAL HOSPITAL

An Induction Guide For Students

Flinders University, Faculty Health Sciences Building
216 Daws Road, Daw Park SA 5041

Version 1.8

Welcome to the facility site of the Flinders University Faculty of Heath Sciences located at the Repatriation General Hospital.

Please note the following contact details for your reference:

EMERGENCY PHONE NUMBERS

FIRE	**000**
POLICE	**000**
AMBULANCE	**000**

(Dial O first if calling from inside the building on a landline)

Note: telephones in teaching and student rooms do not have external access except for emergency telephone numbers

FACILITY WARDENS:

Alan Burton	RGH Chief Fire Warden/Security	(During hours)	8275 1153
After Hours Hospital Coordinator		(Out of hours)	8275 1236
Meredith Legg	Warden	Room 210 Level 2	Ext 18234
Gail Dooley	Warden	Room 208 Level 2	Ext 18233
Debbie Marriott	Warden	Room 211 Level 2	Ext 18235
Andy Messner	Warden	Room 102 Level 1	Ext 18209
Rachel Hutchinson	Warden	Room 101 Level 1	Ext 18294

FACILITY FIRST AID OFFICERS:

Glenys Clark	Room 101, Level 1	Ext 18292
Amanda Adams	Room 208, Level 2	Ext 18228

KEY FACILITY STAFF MEMBERS

Andy Messner	Safety and Facilities Coordinator	Ext 18209
Glenys Clark	Physiotherapy Administrator	Ext 18292
Rachel Hutchinson	OT Administrator	Ext 18294
Meredith Legg	Student & Business Mgnr Palliative & Supportive Services	Ext 18234
Michael Cox	Faculty FLO support	Ext 18221
Gail Dooley	CareSearch Administrator	Ext 18233
Kim Devery	Head Palliative and Supportive Services	Ext 18223
Jane Stephenson	Nursing lab Manager	Ext 13454
Brenton Kortman	OT Course Coordinator	Ext 18287
Sheila Lennon	Head Physiotherapy	Ext 18291

CONTENTS

CODE OF PROFESSIONAL CONDUCT _____ 4

GENERAL BUILDING INFORMATION _____ 5

ACCESS TO THE BUILDING _____ 5

EMERGENCY PROCEDURES _____ 7

GENERAL SAFETY INFORMATION _____ 11

FACILITIES _____ 12

REPORTING INCIDENTS OR ACCIDENTS _____ 13

REFERENCE WEBSITES _____ 15

BOMB THREAT CHECKLIST _____ 16

WHS INDUCTION CHECKLIST _____ 17

RGH CAR PARKING MAP _____ 20

CODE OF PROFESSIONAL CONDUCT

Purpose

To provide a clear statement of the University's expectations for conduct as a health professional within the educational environment and to promote high standards of conduct within the simulated setting.

Flinders University Faculty of Health Sciences expects learners to conduct themselves in a professional manner that will maintain public trust and confidence in the health professions.

Code of Professional Conduct

All Flinders University Faculty of Health Sciences *users must at all times*:

1. Practise in a safe and competent manner.
2. Practise in accordance with the agreed standards of their own profession.
3. Practise in a careful, honest and accountable manner in accordance with laws and regulations governing their practice.
4. Work within their scope of practice according to current knowledge and competency standards.
5. Not bring discredit upon the reputation of health professionals.
6. Respect the dignity, culture, values and beliefs of all individuals.
7. Comply with the Constitution, Regulations, Policies and Procedures governing their practice.
8. Promote and preserve the trust inherent in the privileged relationship between a practitioner and an individual, and respect both the person and property of that individual.
9. Treat all scenario information and co-participant performances, in a professional capacity as confidential.
10. Strive to use all given learning opportunities to their maximum potential by being prepared, participating to the best of their abilities and working constructively within the simulated team.
11. Communicate and co-operate with colleagues and facilitators in a professional manner.
12. Conform to professional expectations with regard to appearance punctuality and attire.
13. Ensure training areas and equipment are maintained in accordance with Occupational Health Safety Standards and report any 'near misses', incidents or faulty equipment to a staff member immediately.
14. Give honest feedback to Flinders University Faculty of Health Sciences via a post training evaluation form, promoting continuous improvement and quality.

GENERAL BUILDING INFORMATION

It is important that you are aware of the Emergency Evacuation Procedures which have been put in place for your safety in the event of a Fire or Emergency in the building. Prepare yourself for the possibility that an emergency evacuation may occur by making yourself familiar with the Exit signs and Exit doors and the nominated Assembly Area.

ACCESS TO THE BUILDING

The Faculty of Health Sciences Building at the Repatriation General Hospital (RGH) is located on Daws Road (refer to RGH map in the appendix, the building is referred to as no 26 on the map), directly opposite the Pasadena High School oval with foot entrance through gate 5. If you park in the RGH site the entrance to the car parks is off Goodwood Road.

For security purposes, it is important that you have your University 'Student ID' or 'Staff ID' with you when attending the site.

The Faculty of Health Sciences building is secured by an electronic access system. The building is locked between 5:30pm and 8:00am on weekdays. To gain after-hours access, (up to 10:00pm on a week day) see Reception staff to complete an 'After-hours access form'. Security at Flinders will require at least 24 hours notice in which to provide access to you via your Flinders University library ID card.

Before students are provided access to the building they must complete an Access Control System Authorisation form available from Glenys Clark and Rachel Hutchinson (Reception). All movement in the building is monitored by video and logged by swipe card access.

Repatriation General Hospital (RGH) Security has been issued with a master key and a swipe card access to the building.

If authorized staff or students are locked out of the building or office, where personal belongings are left inside (i.e. swipe card and/or key) and require access, they are to contact RGH Security in the first instance. The RGH Security has permission to access the building and accompany the person onto the premises where ID has or can be presented or verified.

If a person requires access who cannot present their FU ID (staff or student), they will not be given access to the building.

Staff and students using the facilities after 9:00pm are to advise RGH Security they are in the building and an approximate time of departure.
RGH Security is requested to email or phone through during business hours to the Safety & Facilities Coordinator, Andy Messner (andy.messner@flinders.edu.au or 7221 8209) where after-hours access has been requested.

Children on University Premises

In accordance with university guidelines, children on university premises must be under the direct supervision of a responsible adult at all times.

Parents/carers may request approval to bring their children to work, classes or study areas where there are sudden and/or unexpected difficulties with childcare arrangements. Approval should be obtained from a supervisor/lecturer for the child to attend work/classes/study areas. The University expects that parents will not routinely bring children to work, classes or study areas as an alternative to organised childcare.

Parents/carers must ensure that children do not disrupt academic or general work or student activities. The University reserves the right to direct that a child be removed from University premises where the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others.

Emergency Exits

Continuously illuminated Exit signs identify emergency exit locations from all sections within the building. All emergency exits lights are battery backed and during power failure, all of the exit signs will remain illuminated for at least 90 minutes.

Emergency Lighting

Emergency lighting is installed in strategic places throughout the building. In the event of failure of the mains power supply, the emergency lights should activate almost instantaneously for a short period.

First Aid Kits

The First Aid Kits are located in the Clinical Skills Lab (in room 109) on the level 1 and on level 2 near the male toilets opposite room 203.

Air Conditioning

The building's ducted air conditioning system will shut down automatically on the operation of the Fire Alarm.

Ceiling Installed Sprinkler System

Sprinkler system will automatically activate if sensors record high heat.

Emergency Evacuation Plan

Copies are displayed at various points throughout the building, including:

Ground floor opposite Reception
Ground floor end of northern corridor outside the Student Computing Room
First floor outside main copier room
First floor at end of northern corridor.

Emergency Evacuation Assembly Area

GRASSED AREA AT THE SOUTH EASTERN END OF THE BUILDING.

You must remain in the assembly area until the situation is stabilised. Under no circumstances will you be permitted to go back into the building for any reason, until advised safe to do so by the Chief Warden or the Emergency Services Officer in Charge.

Fire Alarm

The building is equipped with an AUTOMATIC fire detection and alarm system, which is connected directly to SA Metropolitan Fire Service. Manual call points are also located throughout the building: These fire system components must remain unobstructed at ALL times.

Activation of the alarm will:

1. Alert tone will sound (**BEEP, BEEP**) throughout the building.

2. Evacuation tone will sound (high low – **WOOP, WOOP**)

The Fire Service will then be summoned.

Identification

To be easily recognisable in the event of an emergency, the **Fire Wardens** will wear red fluoro vests.

EMERGENCY PROCEDURES

The following procedures relate to onsite at the Repatriation General Hospital. Please note these are different to Flinders University Campus

During an emergency:

Stay Calm

Stop - Assess - Act

Ask yourself - what has happened? Can I be injured?

TO DIAL EMERGENCY PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY' ON ANY TELEPHONE

MEDICAL EMERGENCY	**In the event of CARDIAC ARREST or OTHER MEDICAL EMERGENCY:** 1) ASSESS THE SITUATION: Check for DANGER 2) ASSESS THE PATIENT: Check for RESPONSE - unconscious? CALL FOR HELP in immediate area (ring Emergency Bell, or call out) Check AIRWAY – look for signs of life Check BREATHING Check CIRCULATION On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and state "CODE BLUE" and LOCATION of emergency If no signs of life (unconscious, unresponsive, not breathing normally, not moving), commence resuscitation of patient: AIRWAY – clear and open the airway; BREATHING – if not breathing normally, give two initial breaths; CIRCULATION – give 30 chest compressions (almost 2 compressions per second), followed by 2 breaths. Upon arrival of emergency team: Continue CPR Follow instructions of emergency team members
FIRE	**If you discover a fire:** Remove anyone in immediate danger of the fire/smoke, and call for assistance. On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and state "CODE RED – FIRE", and give the LOCATION and nature of the fire, their name and position; OR ACTIVATE a manual call point (break glass alarm). FIGHT the fire with the appropriate extinguisher, if trained in its operation. If the fire gets beyond the control of an extinguisher, withdraw, closing doors (and windows) if safe to do so. Await the arrival of the Emergency Response Team, which will assist in fire fighting, or evacuation if necessary. **SMOKE:** A person discovering a smell of smoke shall IMMEDIATELY: On landline phones PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY' and state "CODE RED – SMOKE", and give their name and LOCATION. Await the arrival of the Emergency Response Team, which will investigate all reports. REPORT all smoke smells - do not treat the smell of smoke as trivial.

INTERNAL EMERGENCY	An INTERNAL EMERGENCY can arise through FAILURE of vital internal services, or from THREATS to vital internal services and others. **SUBSTANTIAL LOSS OF POWER, WATER, GAS, STEAM, COMMUNICATIONS OR MEDICAL GASES** On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and report type and location of emergency. HAZARDOUS SUBSTANCE SPILLAGE (includes flammable liquids, and corrosive, toxic, biological and radioactive substances) • Establish what has been spilt. • On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and report location of spill and substance name. • Evacuate immediate vicinity and close doors. • Await arrival of Emergency Response Team/emergency services and advise all details. **GAS LEAK / TOXIC SMELL** • On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and report location and nature of leak/smell. • If necessary, evacuate area and close doors and fire doors. • Await arrival of Emergency Response Team/emergency services. **DENSE SMOKE OR HAZARDOUS AIRBORNE POLLUTION OUTSIDE** • Close, and if necessary seal, windows, doors and other entry points • On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** and report location so that air conditioning systems can be shut off.
BOMB THREAT	Treat the caller as GENUINE. ALERT someone else if possible. RECORD all information. USE the Bomb Threat Checklist over the page, or in the Internal Telephone Directory. 1) Keep the caller talking. ASK questions as per Checklist: about type and location of bomb, reasons for its placement, when it will detonate. 2) Note all details possible: male/female, accent, background noises, etc. 3) DO NOT disconnect the call, i.e. do not replace the phone on the hook after the caller has hung up. On landline phones **PRESS BUTTON TO THE RIGHT OF 'EMERGENCY ONLY'** to notify Switchboard as soon as possible of bomb threat. Notify your Warden/Supervisor. Complete Checklist as much as possible.

	Keep information CONFIDENTIAL, remain in area, and await arrival of Bomb Threat Response Team. DO NOT evacuate on the notification of a bomb threat until instructed by the Hospital Controller or other member of Bomb Threat Response Team. If bomb is found, or an object is located which raises suspicion because it is out of place, or it doesn't belong in the area, or it cannot be identified, or its ownership cannot be identified: DO NOT TOUCH IT. DO NOT MOVE IT. CLEAR all people away from immediate area. Isolate it. Conspicuously MARK its location, e.g. paper trail to nearest exit. NOTIFY the Hospital Controller of the find.
EXTERNAL EMERGENCY	In the event of an emergency/disaster occurring OUTSIDE the hospital the Hospital Controller will declare the EXTERNAL EMERGENCY plan active. Staff with specific duties in such a disaster shall follow the instructions in the hospital's EMERGENCY MANUAL, section 'Code Brown: External Emergency'. All other staff to continue normal duties unless directed to assist in another area. REMAIN in your area to avoid confusion in areas concerned with the emergency. Avoid non-essential use of internal and external telephone lines.
EVACUATION	Evacuate only if: Smoke or flame from a fire; a chemical spill; a gas leak; or toxic fumes in your work area, makes it necessary. OR You are directed to by your Warden, or Leader of an Emergency Response Team, or by the Fire Service. DO NOT evacuate on the notification of a bomb threat until instructed by the Emergency Response Team Leader. Move people from the problem area to a safe area, in following order: FIRST * Most endangered SECOND * Ambulant/semi-ambulant LAST * Fully dependent Follow the evacuation plan for your area. Evacuate to designated ASSEMBLY AREA, or to an area advised by your Warden/Response Team Leader/Supervisor/Fire Service. If possible, Wardens/nurses to check that all rooms are vacated. Close doors and windows (EXCEPT in a bomb threat situation, when they are to be left open to assist in venting any possible explosion). Where possible, the 'Room Checked' tags are to be placed on the exterior of doors.

GENERAL SAFETY INFORMATION

For general building after-hours information or assistance, contact numbers are:

Repatriation General Hospital - Security	8275 1244
RGH Security Guards	0432 753 626
Flinders University - Security	Ext 12880

Safe Operating Procedures (SOP)

A SOP is a written procedure that describes the hazards and risks associated with a specific task and exactly how a particular job or task is to be carried out.

It contains details of the various components of the job or task listed in a logical sequence from beginning to end. In addition an SOP describes how each component can be carried out safely in order to prevent injury and illness.

Copies of Safe Operating Procedures are placed in the respective areas for your benefit. Please familiarise yourself with the correct procedures before commencing any task.

Mobility / other impaired persons in the building

Persons suffering from mobility impairment or other impairment that would impact on their safe and speedy evacuation have an obligation to communicate the nature of the impairment to their warden prior to any event, which may require the impaired person's evacuation. There is a car parking located outside C block for disabled persons.

Persons in charge of a class

In the absence of wardens the person in charge of a class may be required to take control of the complete situation and assume the warden's role until relieved.

Communications

Please try to avoid using the phone to contact family or friends during an emergency as over-loaded lines can block out vital communication links with the emergency services.

Security in Car Park

Lock vehicles left in the Repatriation General Hospital car park and close all windows. Do not leave any valuables or expensive equipment in vehicles in open view. All vehicles parked on the RGH site is at the owner's risk and responsibility. The RGH accepts no responsibility for loss or damage to vehicles parked in the Hospital grounds.

Working Alone or After Hours

Students are responsible for taking all reasonably practical steps to ensure their own safety and security when working alone or after hours.

Students should not work alone in areas where there is risk of:

- Asphyxiation
- Unconsciousness
- Entrapment
- Amputation
- Electrocution
- Entanglement

No individual, who has a known medical condition that may rise to a life threatening situation may work after hours or alone without notifying his or her supervisor of the condition and with an appropriate management plan documented and agreed too.

Use of Computers

All Flinders students have access to the Student Computer Room 8:00am – 8:00pm Monday to Friday.

A Flinders Authentication Number (FAN) is required to login to the computers ensuring access to systems and printing. In order to print from the Student Computing Room students will need to ensure there is credit on their Flinders University library account. You will also need to activate your FAN before you will have access to the Internet.

For Student computing and printing faults contact Reception in the first instance. For further assistance contact Unicard ext 13413.

For computing faults contact IT Helpdesk on ext 12345.

Student Lockers

Lockers are available for the safe storage of personal items such as backpacks, wallets, purses etc. In the interests of OHS&W, perishable items are not to be stored in lockers.

Locker Access

To obtain a locker please register with Reception. Lockers are available for the duration of one semester only. There is no hire charge. Students are responsible for providing their own locks.

At the end of each semester all lockers must be vacated. **Any locks remaining on lockers after the end of a semester (30th June and 31st Dec) will be removed.**

If you require an extension after these due dates please contact Glenys Clark.
The University shall not in any way be liable or responsible for any loss of, or theft of, or damage to, any property which is left in the lockers at any time.

FACILITIES

Toilets

The building is equipped with toilet facilities with female and disabled/unisex persons on level 1 and male toilets on level 2.

Student Kitchen /Common Room

This area is equipped with a microwave, fridge, hot and cold water on tap for the use of students. Please clean appliances after use and dispose of all rubbish including recyclables.

RGH Cafes

There are three cafes on the RGH site. The Springbank cafe is located in between A Block and Rehabilitation buildings. The Volunteers coffee shop is located next to the Outpatients, Repat Clinics, (refer to RGH map at the end of this guide, appendix 2). The new ViTA building on the northern side of the Repat has a café on the ground floor.

Bike Racks

The nearest undercover Bike Rack to the building is located at the northern end of B Block.
Under no circumstances are bikes permitted inside the building. There are also bike racks located between this building and C Block at the northern end.

Access to Car Park

Please refer to the attached map of the *RGH parking* areas at the end of this guide, appendix 1.
Please note that car parking fees apply at RGH. To park onsite at RGH you will need a permit which

can be purchased from the Cashier's Office in A Block. Application forms for student car parking permit are available from the Reception in the Health Sciences Building. Temporary car park permits for students are $11 per week, which enable you to park in any of the staff car parks.

Visitor & Patient Parking – This is for visitors and patients to the RGH only. (Fines will apply when caught)
Staff Parking – This is for Staff and students with valid RGH parking permits.
Motorbike Parking – This is for Motorcycles only and is an initiative to stop the practice of motorbikes being parked on pathways around building and particularly in 'car' parks. (Fines will apply when caught).
Bicycle Parking – in between the **HSBuilding and C Block** there are limited Bicycle parking as well as undercover parking by the new 4th Gen Building, no scooters.
Blue Parking Permits – Specialist parking only.

Access to Public Transport

Buses to Flinders University campus and to the city are available on Goodwood Road. The bus stops are approximately a 5 minute walk from the Faculty of Health Sciences building. Below is the website for Adelaide Metro which provides timetables and bus and train routes. http://www.adelaidemetro.com.au/

Hospital Access

Please familiarise yourself with the Repatriation General Hospital site, including all entry and exists. A map of the hospital is attached at the end of this guide, appendix 2.

Non Smoking

Smoking is prohibited in all areas of the building and on the hospital site.

Alcohol

No person shall, without the permission of the Flinders University Council or its delegate, bring any alcoholic liquor upon the University grounds, or keep or consume any alcoholic liquor upon the University grounds.

REPORTING INCIDENTS OR ACCIDENTS

Reporting of Security Incidents

Report all security incidents or theft of private property on the University's premises to your Supervisor or the Facilities Administrator – reports should be made at the earliest possible time and will be treated confidentially.

If you are disturbed or concerned on weekends or afterhours by person's loitering around the building or skateboarding on the building pathways, please notify either the building receptionist or facility administrator as soon as practicable.

Reporting an Accident or Incident

All accidents and incidents must be immediately reported to the Supervisor of the person concerned and to the Facilities Administrator.

The **person involved** in the accident **must** complete an "**Accident/Incident Report Form**" as soon as practicable. Reporting of accidents or incidents are done through the FlinSafe portal via the Flinders University Work Health and Safety webpage http://www.flinders.edu.au/whs/

Where, due to the accident, the person concerned is unable to complete an Accident/Incident Report Form via FlinSafe portal then arrangements must be made for his or her Supervisor to complete the form. The online forms must be completed no later than **24 hours** after the accident/incident.

Enquiries and Assistance

Please see Administrative staff at the Reception Desk if you wish to speak to a particular staff member or require assistance in some way.

REFERENCE WEBSITES

Flinders University Website
http://www.flinders.edu.au/

Student Related Policies and Procedures:
http://www.flinders.edu.au/ppmanual/student.html

Flinders University Library
http://www.flinders.edu.au/library/

Flinders University Campus
http://www.flinders.edu.au/campus/

Student appeals, complaints and grievances
http://www.flinders.edu.au/current-tudents/policies-procs/rights/student-appeals-complaints-and-grievances.cfm

Overview of Student Rights and Responsibilities
http://www.flinders.edu.au/current-students/policies-procs/rights/rights_home.cfm

FlinSafe Portal for reporting incidents or accidents
http://www.flinders.edu.au/whs/flinsafe/welcome-to-flinsafe.cfm

OHS&W Unit for information on Policies, procedures, forms etc
http://www.flinders.edu.au/ohsw/

Flinders University Faculty of Health Sciences Website
http://www.flinders.edu.au/health-sciences/

Repatriation General Hospital
http://www.rgh.sa.gov.au/

BOMB THREAT CHECKLIST

Remember: keep calm
Don't hang up your telephone

QUESTIONS TO ASK

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What will make the Bomb explode?
6. What kind of Bomb is it?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

WRITE DOWN EXACT WORDING OF THREAT:

WHS INDUCTION CHECKLIST

FOR FACULTY OF HEALTH SCIENCES BUILDING
REPATRIATION GENERAL HOSPITAL & PASADENA HIGH SCHOOL

Name: _____ Program _____ Start Date: _____

Please complete all applicable sections of the Checklist below.

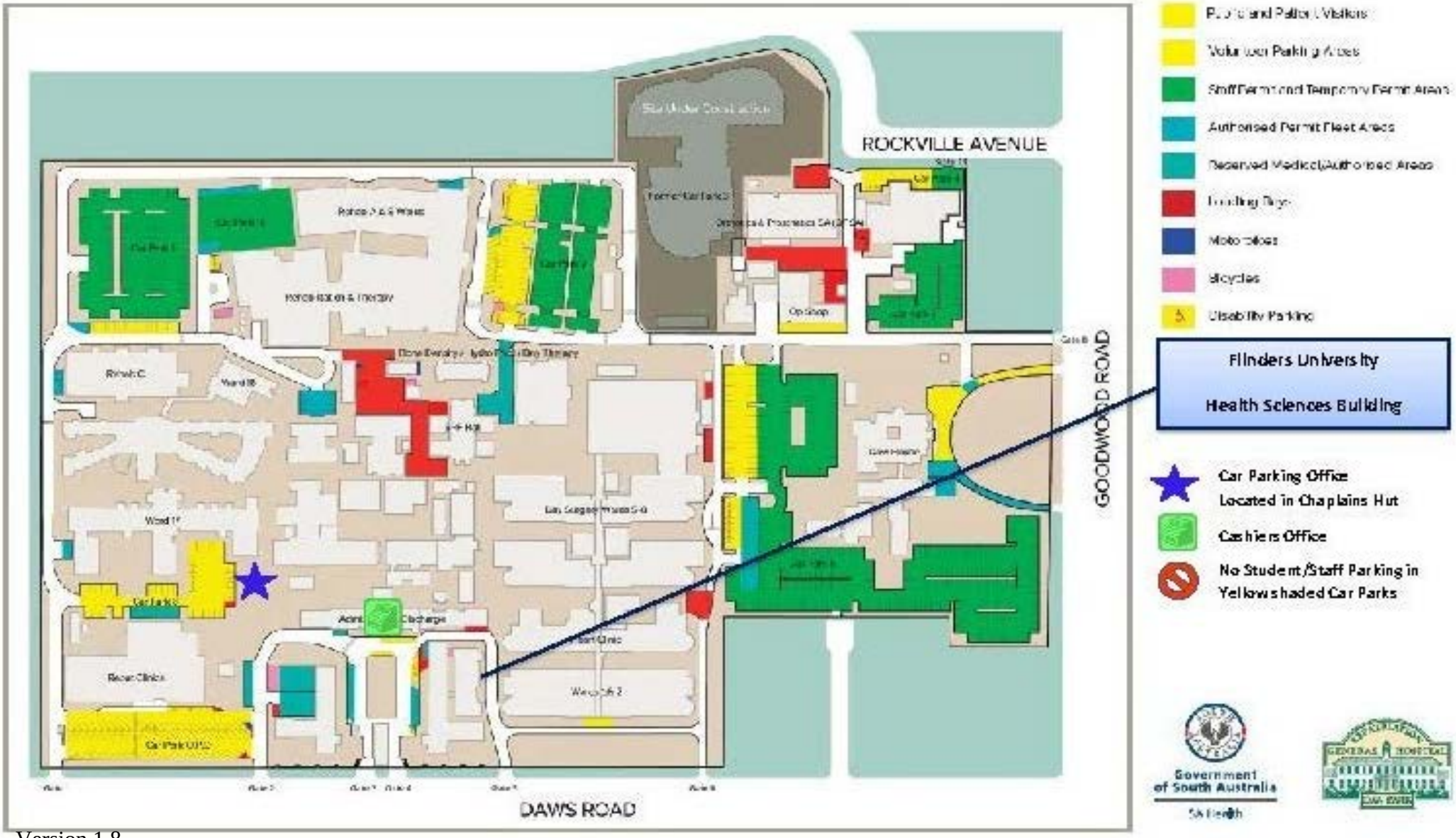
Emergency and First Aid Procedures		✓ **when done**
Advised of procedures & sounds for emergency evacuation and location of assembly area		
Shown location of building plan, emergency exits and fire extinguishers		
Introduced to area Fire Wardens and contact details for same		
Advised of first aid procedures and location of first aid persons		
Informed of Security procedures on campus (access to building, telephones, RGH Security)		
Forms	**Yes**	**N/A**
Access Control System Authorisation Form		
Occupational Health & Safety		
Provided with contact details of area Health & Safety Representative		
Shown location of University OHS website		
Explained relevant Safe Operating Procedures and location		
Repetitive work (including word processing and data entry)		
Manual Handling		
Advised of responsibility to report hazards to supervisor/lecturer for risk assessment & control		
Informed of Accident/Incident Forms via FlinSafe portal		
Location and use of conveniences (toilets, kitchen, showers, bike rack)		
Building Facilities		
Access to car park		
List of relevant staff contact details		
Pasadena High School		
Informed of Staff/Students/Visitor Sign in book		
Informed of Wearing Identification at ALL TIMES		
Informed or Operating Hours		

Facilities Administrator to retain all signed sheets

Signed (Supervisor/Facilities Admin) _____ Date _____

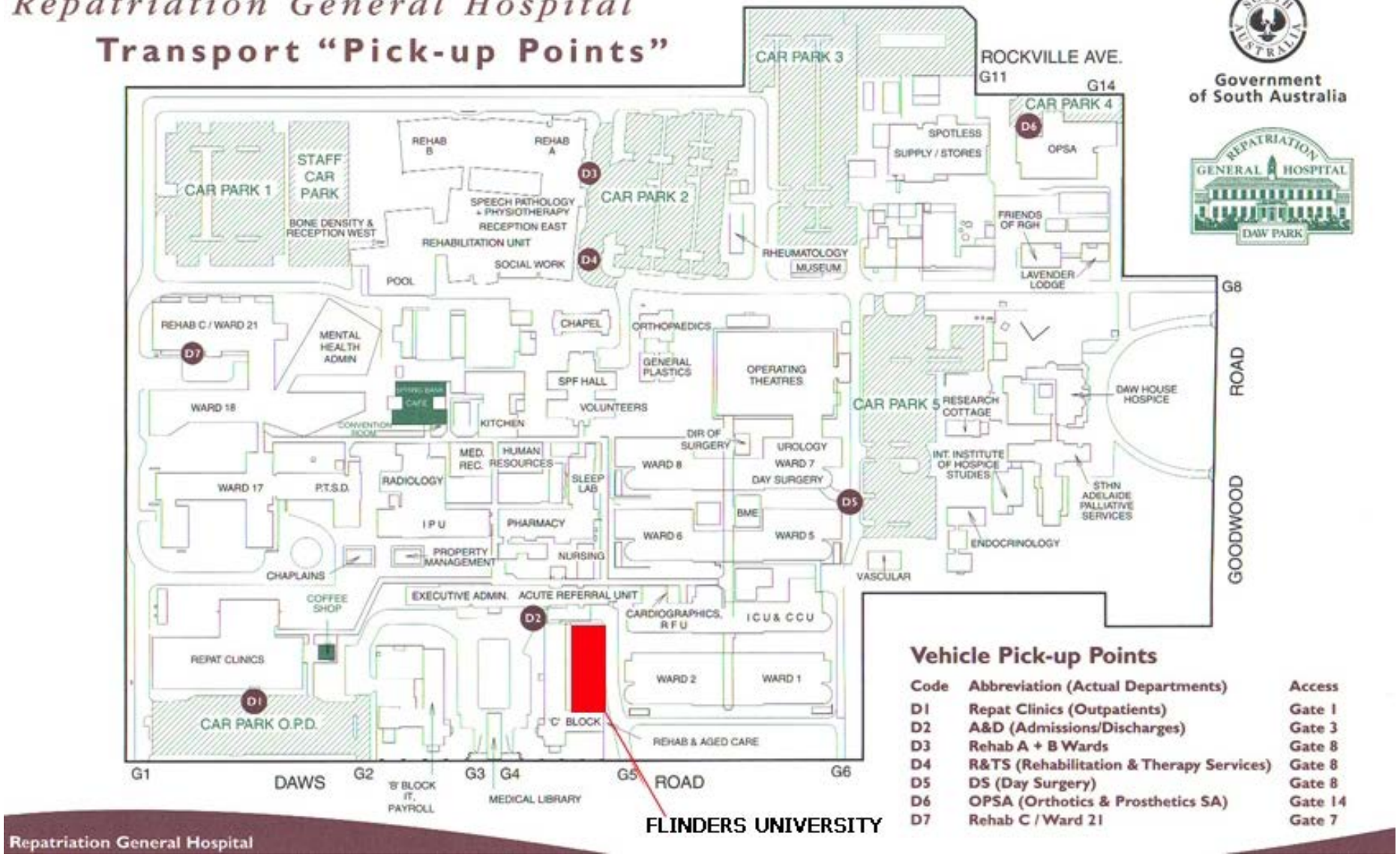
Signed (Staff/Student) _____ Date _____

All Parking Areas



Repatriation General Hospital

Transport "Pick-up Points"



Government of South Australia

Repatriation General Hospital
DAW PARK

Vehicle Pick-up Points

Code	Abbreviation (Actual Departments)	Access
D1	Repat Clinics (Outpatients)	Gate 1
D2	A&D (Admissions/Discharges)	Gate 3
D3	Rehab A + B Wards	Gate 8
D4	R&TS (Rehabilitation & Therapy Services)	Gate 8
D5	DS (Day Surgery)	Gate 8
D6	OPSA (Orthotics & Prosthetics SA)	Gate 14
D7	Rehab C / Ward 21	Gate 7

Repatriation General Hospital